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Author signature recommendations for scientific output at the UOC

Approved by the UOC's Research
and Innovation Committee

UOC

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Introduction

This document presents a series of UOC recommendations on signing scientific publications to which members of the UOC community have contributed. The purpose of these recommendations is:

- to encourage authors to use a unique signature;
- to promote the correct identification of UOC authors' affiliations;
- to ensure satisfactory visibility of UOC authors in publication databases, repositories, web searches, etc;
- to facilitate monitoring of the UOC's scientific output;
- to promote use of the UOC email signature.

The Office of the Vice President for Strategic Planning and Research recommends signing all publications and scientific contributions with the name(s) of the author(s), in standardized form, always followed by the institutional affiliation: Universitat Oberta de Catalunya (UOC)

As part of a general agreement between Catalan universities to join the ORCID project, the UOC encourages its academic and research staff to obtain and make use of their own unique personal identifier.

The recommendations are divided into five sections:

1. Standardized author name format
2. Institutional affiliation: elements, order and structure
3. ORCID code
4. Model signature
5. Email signature
6. Acknowledgements

1. Standardized author name format

Once staff have decided on a signature, they should endeavour not to change it unless absolutely necessary. The same format should be used for national and international publications.

1.1. Hyphen

Hyphens should be used between the following elements:

- Compound names, eg “Joan-Manel” (“Joan M.” is also acceptable)
- Two surnames, eg “Garcia-Robles”
- Compound surnames, eg “García-Abad-García”
- Prepositions and/or articles that link names and/or surnames, eg “García-de-la-Torre”

Name and surnames	Recommended format
Joan Manel Valero Ruiz	Joan-Manel Valero-Ruiz
Maria del Mar Valero Ruiz	M. Mar Valero-Ruiz
Antoni Caballero Plasencia	Antoni Caballero-Plasencia
Maria García-Abad García	Maria García-Abad-García
Carlos García de la Torre	Carlos García-de-la-Torre
Maria Dolors García Abad García	Maria-Dolors García-Abad-García

1.2. Special characters

Special characters such as accents and other diacritics (ç, ñ, etc) should be used where possible, as most databases display them correctly. It may, however, be necessary to omit them in database searches.

2. Institutional affiliation: elements, order and structure

To ensure that the name of the University and the researcher's position and affiliation are clearly visible, the following three elements should be included in the order shown (provided the publication allows it): **If there is only a limited amount of space, the priority is to always include the institution name.**

If the author belongs to both a faculty and a research centre at the UOC or another institution, **both affiliations** should be included.

2.1. Names of research centres (required)

When the affiliation is with the Internet Interdisciplinary Institute (IN3), it must be written as follows:

Internet Interdisciplinary Institute (IN3), Universitat Oberta de Catalunya (UOC)

As regards the eLearn Center (eLC), affiliation must be mentioned if the author belongs to the eLC, if eLC resources (for instance eLC data or developments in which eLC members were involved) were key to the research that was conducted, or if the research was funded by the eLC. The research centre's name must be written as follows:

eLearn Center (eLC), Universitat Oberta de Catalunya (UOC)

As regards the eHealth Center (eHC), affiliation must be mentioned if the author is tied to the eHC in any of the standard ways, if eHC resources (for instance eHC data or developments in which eHC members were involved) were key to the research that was conducted, or if the research was directly funded by the eHC. The research centre's name must be written as follows:

eHealth Center (eHC), Universitat Oberta de Catalunya (UOC)

2.2. Names of faculty, research group, unit or centre (optional)

Names of faculties, research groups and units may be given in Catalan, Spanish or English, as required (the correct translation in each case should be checked with the Language Service).

This information should always be given in the standardized form approved by the institution and must include the full name and abbreviation (if applicable).

Examples

- Catalan: Estudis de... Universitat Oberta de Catalunya (UOC)
- Spanish: Estudios de... Universitat Oberta de Catalunya (UOC)
- English: Faculty of ..., Universitat Oberta de Catalunya (UOC)

- Catalan: Grup de recerca ... Universitat Oberta de Catalunya (UOC)
- Spanish: Grupo de investigación ... Universitat Oberta de Catalunya (UOC)
- English: ... Research Group, Universitat Oberta de Catalunya (UOC)

2.3. Institution name (required)

The University name must always be given in Catalan followed by its abbreviation in parentheses, as follows:

Universitat Oberta de Catalunya (UOC)

2.4. Postal address (required)

The street address, postal code, town/city and country must always be given. The country name must be given in English.

Av. Tibidabo, 39-43, 08035, Barcelona, Spain

Rambla del Poblenou, 156, 08018, Barcelona, Spain

Av. Carl Friedrich Gauss, 5, 08860, Castelldefels (Barcelona), Spain

3. ORCID code

The ORCID identifier is a unique code assigned to an individual researcher, making it easier to locate and retrieve their scientific output. ORCID iDs can be linked to other professional profiles, including Researcher ID, Scopus ID, My Citations Google Scholar, etc.

Why is it necessary?

- To prevent ambiguities and potential confusion regarding authorship and to maintain greater control over an author's scientific output.
- To ensure compatibility with systems for the retrieval, collation and indexing of individual scientific output.
- To streamline communication with the scientific community (submission of articles for review/publication, uploading to institutional repositories, etc).

4. Model signature

- a) Author's name (required)
- b) ORCID (recommended if the publication calls for it)
- c) Institutional affiliation
 - Names of faculty, research group, unit or centre (optional)
 - Institution name (required)
 - Postal address (required)

Examples

Caballero-Plasencia, Antoni [0000-0000-0000-0000]

Estudis de Ciències de la Informació i de la Comunicació, Universitat Oberta de Catalunya (UOC), Rambla del Poblenou, 156, 08018, Barcelona, Spain

García-de-la-Torre, Carlos [0000-0000-0000-0000]

Grup de recerca sobre Educació i TIC (EDUL@B), eLearn Center (eLC), Universitat Oberta de Catalunya (UOC), Av. Tibidabo, 39-43, 08035, Barcelona, Spain

Example of abbreviated signature

Valero-Ruiz, Joan [0000-0000-0000-0000]

Universitat Oberta de Catalunya (UOC), Av. Carl Friedrich Gauss, 5, 08860, Castelldefels (Barcelona), Spain

5. Acknowledgements

1) Publications that have received public funding must always include in their acknowledgements the name of the organization that provided the funding and the reference number.

For example:

- This work was sponsored by the Instituto de Salud Carlos III (ISCIII) through the Plan Estatal de Investigación Científica y Técnica y de Innovación 2013-2016, project reference number [xxxxx]
- The research leading to these results has received funding from the European Union Seventh Framework Programme (FP7/2007-2013), under the grant agreement number [xxxxx]
- The research leading to these results has received funding from Horizon 2020, the EU Framework Programme for Research and Innovation, under the grant agreement number [xxxxx]

2) If the publication is partially or wholly a result of private funding, the name of the organization that provided the funding should be included in the acknowledgements.

3) If the publication is partially or wholly a result research funded by the UOC or has made use of the UOC's resources, the full name of the UOC – Universitat Oberta de Catalunya (UOC) – should be included in the acknowledgements.

6. Email signature

The criteria for email signatures are designed to ensure the greatest possible coherence and to strengthen the UOC's brand image.

It is advisable to include the ORCID code and the corresponding institutional logo in the email signature.

Recommendations

- Email address: this should be the institutional mail address provided by the UOC (in the format user@uoc.edu).
- Postal address: this should include at least the street address, town/city, postal code and country.



Examples:

First name and surname(s)

IN3 - Internet Interdisciplinary Institute

Position[\(+34\) 930 000 000](tel:+34930000000)[\(+34\) 600 000 000](tel:+34600000000)usuari@uoc.edu[personal website / personal blog](#)[Facebook / Twitter / LinkedIn](#)[ORCID 0000-0000-0000-0000](#)

Important: these links must be edited or removed

Av. Carl Friedrich Gauss, 5
08860 Castelldefels (Barcelona)

in3.uoc.edu[Facebook / Twitter / LinkedIn](#)

First name and surname(s)

Faculty of Arts and Humanities

Position[\(+34\) 930 000 000](tel:+34930000000)[\(+34\) 600 000 000](tel:+34600000000)usuari@uoc.edu[personal website / personal blog](#)[Facebook / Twitter / LinkedIn](#)[ORCID 0000-0000-0000-0000](#)

Av. Tibidabo, 39-43
08035 Barcelona

uoc.edueah.uoc.edu[Facebook / Twitter / YouTube](#)